

Anti-Bullying Guidelines for Randall Library Staff

The Randall Library Board of Trustees and staff consider bullying unacceptable and will not tolerate it under any circumstances. In an effort to promote a non-hostile workplace for employees the following policy related to bullying has been adopted. This policy shall apply to all employees, regardless of his or her employee status (i.e. managerial vs. hourly, employee vs. management, library patron/individual vs. library employee, full-time vs. part-time employees, employee vs. independent contractor etc.) Any employee found in violation of this policy will be disciplined, up to and including termination, and any individual targeting an employee and found in violation of this policy will be asked to leave the library and may be subject to criminal investigation. Independent contractors found in violation of this policy may be subject to contract cancellation.

The Randall Library defines bullying as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, attempts to intimidate, offends, degrades or humiliates an employee, whether verbally or physically. Bullying of an employee is considered to be any malicious or unwelcome actions that adversely impact an employee's ability to perform his/her duties at the library as defined by the guidelines below.

- Staring, glaring or non-verbal demonstrations of hostility.
- Stalking. Which includes physically following or invading another's personal space. Posting information or obsessively following an employee via social media. Contacting either the Randall Library or library-related outside organizations requesting information on or about a Randall Library employee or his/her work, protesting or physically appearing at the library while the targeted employee is present to intimidate the employee resulting in the employee becoming physically or emotionally effected by the unwanted attention.
- Intentional exclusion or social isolation.
- Excessive sending of e-mails, letters, phone calls, texts or requests of public or private information to or about an employee that adversely effects their ability to perform his/her library duties.
- Speaking or making physical gestures about an employee in a demeaning way in front of other staff or patrons.
- Being held to a different standard than the rest of the employee's work group. Such standards should be outside of the normal duties associated with the employee's job description.
- Having other staff, personal family members or friends attempt to intimidate an employee via stalking (as described above).
- Leaving designated work areas, during regular shifts, for long lengths of time in order to overload the targeted employee with unrealistic workloads or deadlines.
- Personal attacks or name-calling about an employee to others.
- Encouraging others to turn against the targeted employee.
- Unwelcome touching or unconsented-to touching.
- Unreasonable interference with an employee's ability to do his/her work at the library.
- Use of verbal abuse, derogatory remarks, insults or epithets aimed at an employee.
- Excessive monitoring or micro-managing an employee.

- Making unsubstantiated claims to law enforcement agencies, on social media, or to any other public private agency about an employee in order to undermine their work or personal safety.

Early reporting and intervention have proven to be the most effective methods of resolving incidents of bullying. The Randall Library Board of Trustees encourages prompt reporting of incidents of bullying in order for constructive action to be taken. The Board of Trustees and library staff will make every effort to stop incidents of workplace bullying.

Individuals who believe that they have been subjected to bullying conduct while employed at the Randall Library owe it to themselves and others to advise the offender that his or her behavior is unwelcome and request that the behavior immediately stop and then report the incident in a timely manner to members of the Board of Trustees.

Approved of by the Randall Library Board of Trustees 7/11/2018